

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☒ Formal Training and Development Assignment

Position Title: Change Control Business Analyst

Classification: Assistant or Associate ISA (Lateral Transfer Candidates Considered)

Location Sacramento - Central Office

Section/Unit: Tax Systems Testing & Customer Support Unit

Salary Range: \$3106-4903/4619-5897

Number of Vacancies: 1

Job Description: (includes typical duties)

Under the direction of the Data Processing Manager II, the analyst is responsible for analyzing business requirements, legislation, and tax forms to evaluate the impact of requested changes to the RV, TI and PAWS systems. The incumbent will be required to document and present their findings and perform walk-thru's of analysis performed and create cost analysis.

Required Knowledge, Skills, Abilities:

- Knowledge of the TI/RV Systems and statutory programs
- Good analytical skills; ability to think logically and creatively
- Good communication skills, both written and verbal
- Good interpersonal skills.
- Ability to work in a team environment and independently.
- Ability to work in fast-paced environment with tight timeframes and can adapt to changing priorities to meet deadlines.
- Ability to multi-task; required to work on multiple assignments concurrently.
- Willingness to work overtime hours when required.
- Good Attendance.
- Experience using personal computers, Word and Excel.

Desirable Experience/Qualifications:

- Knowledge of Franchise Tax Board' policies and procedures.
- Ability to bring a user perspective when analyzing programs that process the operations workloads.
- Knowledge of File-Aid, Doc-Aid, and JCL (Job Control Languages)
- Previous experience analyzing legislation and performing tax forms review

Mail or hand deliver your application by: February 6th, 2009

Contact Person: Erika Verduzco

Telephone Number: 845-4426

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Erika Verduzco

Special Instruction: **FTB Employees Hand Deliver or Route To** Erika Verduzco **at M/S L210**

"California State Tax Compliance: As required by the department's rules of conduct, all employees of the Franchise Tax Board (**FTB**) must be in compliance with the California Revenue and Taxation Code. During the background investigation portion of the hiring process, **FTB** will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at **FTB**. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with **FTB**."

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.